

Office Memorandum • UNITED STATES GOVERNMENT

TO : ALL EMPLOYEES OF THE OFFICE
OF GENERAL COUNSEL

FROM : General Counsel

SUBJECT: Summer Vacations

DATE: 14 April 1949

STAT

1. Annual summer vacations must be scheduled in advance so as not to impair the efficiency of operations of the Office of General Counsel. To avoid overlapping absences of too many employees at one time, please indicate below your first and second preference as to the approximate dates of your leave. If you desire any information as to the amount of annual leave to your credit before submitting the approximate dates of leave, [] as the Time Clerk for the Office, is authorized to transmit all such requests to the Leave Section.

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2. Attention is called to Administrative Instruction No. [] dated 15 February 1949, which states "Employees scheduled for leave during periods not desired by them may elect to refuse such leave periods, but refusal will constitute voluntary forfeiture of annual leave which is in excess of the maximum that may be accrued."

NAMEFIRST PREFERENCESECOND PREFERENCE

L. R. HOUSTON.....

22 Aug - 9 Sept.

29 Aug - 16 Sept.

J. S. WARNER.....

18 Jul - 1 Aug

25 Jul - 9 Aug.

W. L. PFORZHEIMER.....

1 Aug - 19 Aug

17 Aug - 7 Sept

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15 August - 2 Sept

Aug. 1 - Aug. 13

6 Sept. - 25 Sept.

1 Aug - 19 Aug.

22 Aug - 9 Sept.

19 Sept. - 30 Sept.

6 Sept. - 16 Sept.

12 Aug

15 Aug - 25 Aug.

25 Jul - 8 Aug

not scheduled prior to September

19 Aug. - 31 Aug.

30 Aug. - 14 Sept.

..... is checking to see if her annual leave will be transferred or if to be paid in lump sum.

L.R.H.
LAWRENCE R. HOUSTON